

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
Bismarck, North Dakota  
June 17, 2009

DDD-PI-097

REVISED PI-09-09

To: DD Licensed Service Providers  
Regional DD Program Administrators  
Regional DD Program Managers

From: JoAnne Hoesel

Date: June 17, 2009

Subject: Qualifications for staff responsible for Waiver Service Plan  
(Person Centered Service Plan) Development

**Effective**

**Date: July 1, 2009**

The North Dakota DD Home and Community Based Waiver per CFR 441.301(b)(2), requires the State to specify who is responsible for the development of the service plan and the qualifications of these individuals. The waiver, effective April 1, 2009 states that the following qualifications are required of individuals who are responsible for service plan development:

***Qualified Mental Retardation Professional (QMRP)***

*Definition: Individual who*

***483.430(a)(1) Has at least one year of experience working directly with persons with mental retardation or other developmental disabilities; and***

*(a)(2) Is one of the following:*

*(a)(2)(i) A doctor of medicine osteopathy*

*(a)(2)(ii) A registered nurse*

*(a)(2)(iii) An individual who holds at least a bachelor's degree in a professional category specified in paragraph (b)(5) and who are licensed, certified, or registered as applicable, to provide professional services by the State in which he or she practices. Professional staff who do not fall under the jurisdiction of State licensure, certification or registration requirements must meet the following:*

- 483.430(b)(5)(i) To be designated as an **Occupational therapist** must be eligible for certification as an occupational therapist by the American Occupational Therapy Association or another comparable body.
- 483.430 (b)(5)(iii) To be designated as a **Physical therapist** must be eligible For certification as a physical therapist by the American Physical Therapy Association or another comparable body.
- 483.430(b)(5)(v) To be designated as a **psychologist** must have at least a Master's degree in psychology from an accredited school.
- 483.430(b)(5)(vi) To be designated as a **social worker** , an individual must
- (A) Hold a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or
  - (B) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.
- 483.430(b)(5)(vii) To be designated as a **speech-language pathologist** or **audiologist**, an individual must
- (A) Be eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the American Speech-Language-Hearing Association or another comparable body; or
  - (B) Meet the educational requirements for certification and be in the process or accumulating the supervised experience required for certification.
- 483.430(b)(5)(viii) To be designated as a professional **recreation staff** member an individual must have a bachelor's degree in recreation or in a specialty area such as art, dance, music or physical education.
- 483.430(b)(5)(ix) To be designated as a professional **dietician**, an individual must be eligible for registration by the American Dietetic Association.
- 483.430(b)(5)(x) To be designated as a **human services professional** an individual must have at least a **bachelor's degree** in a human service field (including but not limited to: sociology, special education, rehabilitation counseling, and psychology). "Human services field" includes all the professional disciplines stipulated in 483.430(a)(3)(i)(ii) and 483.430(b)(5)(i)-(ix) as well as any related academic disciplines associated with the study of: Human behavior (e.g., psychology, sociology, speech communication, gerontology etc), human skill development (e.g., education, counseling, human development, humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs (e.g., rehabilitation counseling), or the human condition (e.g., literature, the arts).

*An individual with a "Bachelors degree in a human service field" means an individual who has received: **at least** a bachelor degree from a college or university (master and doctorate degree are also acceptable) and has received academic credit for a major or minor coursework concentration in a human services field, as defined above.*

**Other**

- A. *Individuals who have a bachelor's degree; and*
- B. *Developmental Disabilities module certification; and*
- C. *One year experience working with individuals with developmental disabilities*

As of July 1, 2009 all Person Centered Service Plans (PCSPs) for waiver recipients must be developed and implemented by staff meeting the qualifications for "QMRP" or the qualifications defined under "Other". Only staff meeting these qualifications may perform activities related to plan development. Activities include, but are not limited to: facilitation of the plan (unless the individual or decision maker chooses to take this role); writing the plan; timely completion and distribution of the plan; implementation of the plan; training of direct support staff relative to the individual plan; review and compilation of data; follow up to recommendations for services, equipment or programs; convening of the team for revision of the plan based on individual need and performance.

Beginning July 1, 2009 all providers must submit written confirmation to the DD Division stating that all agency staff responsible for the development and implementation of plans, do in fact, meet the qualifications. DD providers must submit the names and documentation of qualifications of the staff responsible for activities related to individual plan development with their annual budget request. The provider will only receive reimbursement for staff positions meeting the required qualifications.

Please note that agency staff responsible for the individual's active treatment plan in an ICF/MR must continue to meet the QMRP qualifications. The qualifications listed under "Other" (Bachelor's degree, DD module certification and one year experience) pertain only to the ND DD Home and Community Based Waiver.

Cc: Maggie Anderson, Director of ND Medicaid, DHS  
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